

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Places of worship and religious gatherings

Details

Name of place of worship	C3 CHURCH THIRROUL INC.
Location (town, suburb or postcode)	Thirroul
Completed by	Amanda Bartley
Email address	amanda.bartley@c3churchthirroul.com
Effective date	26 February 2021
Date completed	26 February 2021

Wellbeing of staff and congregants

Exclude staff and congregants who are unwell from the premises.

Before participating in any C3 Church Thirroul activity, we have advised all attendees that they must not attend if in the past 14 days if they have:

- been unwell or had any flu-like symptoms, or
- been in contact with a known or suspected case of COVID-19, or
- any sudden loss of smell or loss of taste, or
- are at a high risk from a health perspective, including the elderly and those with preexisting medical health conditions.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

all staff and volunteers given COVID safe information that is in line with current information obtained through NSW Government Department of Health.

- Similarly, we have promoted the range of COVID-19 "campaign resources" produced by the Federal Government, including posters outlining hygiene practices (e.g. promoting thorough hand washing) found at:

<https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaignresources>

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

- leave entitlement email has been sent to all staff that includes leave balance - staff alerted to the Pandemic Leave Disaster Payment instituted by the NSW government on 18th September 2020 <https://www.nsw.gov.au/covid-19/financial-support>

Display conditions of entry (website, social media, venue entry).

Conditions of entry will be displayed on website and at entry point and various locations, and referred to when doing online registration. Visual displays at the entrance of premises (printed and laminated) are also added each week

Consider offering online services or alternative arrangements for people in high-risk categories (e.g. over 70 years).

- Online services currently running active and running weekly. This option will remain in place while ever COVID restrictions are in force (and beyond)

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Not applicable for this venue. Details captured electronically once on entry to the service.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

Not applicable

Physical distancing

Capacity must not exceed one visitor per 2 square metres of publicly accessible space. Children count towards the capacity limit.

The premises allows for 360 as per the 2 square meter rule. Disposable masks available for those who still wish to use them. 185 as per 4 sq metre rule if congregants participate in singing.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Main auditorium - seating spaced 1.5 meters between rows of chairs. Upon entry congregants advised to spread out over the auditorium and maintain physical distancing. Host team can assist households to be physically distanced. It is also mentioned again during service, noted on website and emails.

Ensure congregants remain seated throughout the service, where reasonably practical.

Our host team, staff and service leaders will announce to congregants to remain seated when possible.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

Check in station: set up in the foyer outside the main auditorium - markers on the ground for spacing 1.5 meters while lining up to check in. Online booking established to make check in quicker and smoother.

Host team allocated to move people to seating to reduce crowding.

Check in/Check out station for children(and their parents): markers on the ground for lining up 1.5 meters apart and flow of congregants in a different walking

direction to the main entry

- MC to communicate seated physical distancing in cafe area after the service and Covid site manager to monitor the physical distancing of attendees when on site.
- Signage to remind attendees of physical distancing requirements.
- Cafe is set up with distanced tables. Only Coffee/Tea provided for now, with someone serving rather than self serve. separate Covid Safety Plan specific to cafe service in place. - For people who are standing, designated volunteers to ensure that physical distancing in being maintained

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

As Detailed above

Signage to show maximum person limit in smaller space such as toilets and storerooms. Masks available by choice at check in

Use telephone or video for essential meetings where practical.

Already in place as an option for staff/volunteer meetings

Review regular deliveries and request contactless delivery and invoicing where practical.

Not applicable for this venue

Most deliveries go to PO BOX and invoicing is digital

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as at the conclusion of services. This may involve suspending or adjusting the practice of greeting congregants as they arrive or depart to ensure appropriate physical distancing.

Not applicable for this venue. Outside is a car park and high traffic area, not allowing for congregating.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.

Not Applicable

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers where possible and encourage passengers to wear masks whilst in the

vehicle.

Not Applicable. courtesy vehicles availed through the Church at this time.

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices and physically distance where practicable. Staff should continue to maintain 1.5 metres physical distancing from students where practicable.

All Children's activities in line with guidelines at <https://www.nsw.gov.au/covid-19/education/schools-and-childcare>

- Kids Church Staff will be advised re physical distancing measures and maintaining 1.5m distance where possible
- Sanitiser and hand washing facilities provided

No more than 30 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, attendees can only participate in singing and chanting if there is 4 square metres of space per person and all attendees older than 12 years wear a face mask, unless exempt.

All stage vocalists on stage will;

- face forwards and not towards each other
- have physical distancing of 1.5m between each other and any other performers, and 5m from all other people including the congregation. (distance makers are in place, clearly on the ground)
- Outdoor areas are not applicable to our building.
- Upon entry and at the beginning of the service, will be advised that singing is not allowed unless they have a mask. This has also been communicated regularly by email and social media.
- We have adapted the 4 square metre rule to comply with singing while wearing masks.

Hygiene and cleaning

Adopt good hand hygiene practices.

- Promote and provide hand washing guidance to all participants and volunteers (http://www.who.int/gpsc/clean_hands_protection/en/Hand)
 - Hand sanitiser available at entry and exit
 - Printed visual reminders of good hygiene practices in all bathrooms and wet areas
- COVID-19
- Sanitiser available at various locations throughout the building

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Bathrooms are stocked with soap, paper towel and hand sanitiser
Offering collectors wash hands before and after with soap. Baskets not handed to congregants and only offered to contribute to people who need it. Highly recommended to use online tithing options.
Communion not currently practiced. When this does commence, individually packaged options will be offered.

Consider modifying religious rites or rituals to avoid direct contact where practical, such as communion or other similar practices. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.

Offering collectors wash hands before and after with soap. Baskets not handed to congregants and only offered to contribute to people who need it. Highly recommended to use online tithing options.
When communion is offered, individually packaged options will be offered.

Avoid sharing books, drinking cups or other shared objects used during the service such as collection plates. Also consider putting barriers around frequently touched objects of worship, such as shrines, relics or fonts, to prevent people frequently touching these.

Disposable cups for cafe used.
Book store unavailable.
Collection plates not handed around.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

- All surfaces and equipment to be cleaned after the service.

- Kid's church staff will clean frequently touched surfaces in children's program

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

All cleaning solutions must be appropriate strength and provided to the cleaning team for appropriate use

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

- provide gloves for cleaning staff before and after services as well as soap and water for hand washing

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

The auditorium is a very large well ventilated room with Ducted Air Conditioning and many windows to open.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Preregistration is required to monitor capacity

- Check in on the day required by all participants using digital system on Elvanto database

- The Service NSW check in also available by choice of congregants

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an

electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

All records kept securely on Elvanto database and maintained as per our Privacy policy

All places of worship must complete a COVID-19 Safety Plan and register themselves through nsw.gov.au.

plan completed and submitted

-C3 Church Thirroul is registered as COVID SAFE

-plan will be updated as new information becomes available

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

-staff have been advised of the COVID safe app and its use

I agree to keep a copy of this COVID-19 Safety Plan at the premises

Yes